



Facility

Name: *PMS Little Steps Early Head Start* **License Number:** *145688*
Address: *421 Quantum Rd., Rio Rancho, NM 87124*
Phone: *5053384658* **Fax:** **E-mail:** *marie.martinez@pmsnm.org*

License Information

Type: *5 Star FOCUS Child Care Center* **Status:** *Licensed* **Issue Date:** *11/01/2017* **Expiration Date:** *10/31/2018*

Capacity

Over Age 2: *16* **Under Age 2:** *24* **Night Care:** *0* **Playground:** *14*
Square Footage: *0*

Census

Over 2: *15* **Under 2:** *10*

Classrooms

Number of Classrooms: *3*

Days and Hours of Operation

Monday <i>7:30 AM - 2:30 PM</i>	Tuesday <i>7:30 AM - 2:30 PM</i>	Wednesday <i>7:30 AM - 2:30 PM</i>	Thursday <i>7:30 AM - 2:30 PM</i>	Friday <i>7:30 AM - 2:30 PM</i>
Saturday <i>Closed</i>	Sunday <i>Closed</i>			

Inspection

Date: *08/17/2018* **Time In:** *9:45 AM* **Time Out:** *11:23 AM* **Purpose:** *Annual*

Licensure

8.16.2.11 A Types of Licenses	<i>Not Inspected</i>
8.16.2.11 B Renewal of License	<i>Not Inspected</i>
8.16.2.11 D Non-transferable Restrictions of License	<i>Not Inspected</i>
8.16.2.12 A, K, M Licensing Actions and Administrative Appeals	<i>Not Inspected</i>
8.16.2.17 E, F Surveys for Child Care Facilities	<i>Compliance</i>
8.16.2.18 D Complaints	<i>Not Inspected</i>
8.16.2.21 A Licensing Requirements	<i>Not Inspected</i>
8.16.2.21 B Capacity of Centers	<i>Compliance</i>

Administrative Requirements *(continued)*

8.16.2.21 C Incident Reporting Requirements *Not Inspected*

Administrative Requirements

8.16.2.22 A Administrative Records *Compliance*

8.16.2.22 B Mission, Philosophy and Curriculum Statement *Not Inspected*

8.16.2.22 C Policy and Procedures *Compliance*

8.16.2.22 D Family Handbook *Not Inspected*

8.16.2.22 E Children's Records *Compliance*

8.16.2.22 F Personnel Records *Compliance*

8.16.2.22 G Personnel Handbook *Not Inspected*

Personnel & Staffing

8.16.2.23 A Personnel and Staffing Requirements *Compliance*

8.16.2.23 B Staff Qualifications and Training *Compliance*

8.16.2.23 C Staff/Child Ratios and Group Sizes *Compliance*

Services & Care of Children

8.16.2.24 A Guidance *Compliance*

8.16.2.24 B Naps or Rest Period *Compliance*

8.16.2.24 C Additional Requirements for Infants and Toddlers *Compliance*

8.16.2.24 D Diapering and Toileting *Compliance*

8.16.2.24 E Additional Requirements for Children with Special Needs *Compliance*

8.16.2.24 F Additional Requirements for Night Care *N/A*

8.16.2.24 G Physical Environment ***Non-compliance***

Adaptations were not made to materials to accommodate various abilities of all children. Equipment was stored in a crib in the infant room.

Corrective Action Plan

The center will adapt their materials to better accommodate the children.

Regulation: 8.16.2.24.G.6.

Date to be Completed: 09/16/2018

8.16.2.24 H Social-Emotional Responsive Environment *Compliance*

8.16.2.24 I Equipment and Program *Compliance*

Services & Care of Children *(continued)*

8.16.2.24 J Outdoor Play Areas	Compliance
8.16.2.24 K Swimming, Wadding and Water	Not Inspected
8.16.2.24 L Field Trips	Not Inspected

Food Service

8.16.2.25 B Meals and Snacks	Compliance
8.16.2.25 C Menus	Compliance
8.16.2.25 D Kitchens	Compliance
8.16.2.25 E Meal Times	Compliance

Health & Safety Requirements

8.16.2.26 A Hygiene	Compliance
8.16.2.26 B First Aid Requirements	Compliance
8.16.2.26 C Medication	Compliance
8.16.2.27 A-D Illness Requirements for Centers	Compliance
8.16.2.28 A-H Transportation Requirements for Centers	N/A

Buildings, Grounds & Safety

8.16.2.29 A Housekeeping	Non-compliance
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The Fixtures are not in good repair as evidenced by one ballast is out in room 3.

Corrective Action Plan

Repairs will be completed and a system for routine inspection of the center and premises will be established.

Regulation: 8.16.2.29.A.1.

Date to be Completed: 09/16/2018

8.16.2.29 B Pest Control	Compliance
8.16.2.29 C Mechanical Systems	Compliance
8.16.2.29 D Water and Waste	Compliance
8.16.2.29 E Lighting, Lighting Fixtures and Electrical	Compliance
8.16.2.29 F Exits and Windows	Compliance
8.16.2.29 G Toilet and Bathing Facilities	Compliance
8.16.2.29 H Safety Compliance	Compliance

Buildings, Grounds & Safety (continued)8.16.2.29 I Smoking, Firearms, Alcoholic Beverages, Illegal Drugs and Controlled Substances *Compliance*8.16.2.29 J Pets *N/A***Additional Comments****Signatures**

Please Note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans noted above, may result in further action taken against the licensee.

Surveyor: *Kia Kennedy*Facility Representative: *Marie Martinez*